

DECISION NO: PCCG-2015-014

OFFICE OF POLICE AND CRIME COMMISSIONER

LEAD CHIEF OFFICER: Nigel Stephens (Assistant Chief Officer – Resources)

TITLE: Provision of Catering Services

DATE: 9th March 2015

TIMING: A response is required urgently

PURPOSE: For Approval

1. RECOMMENDATION

1.1 It is recommended that the contract for the Provision of Catering Services be awarded to Tenderer A for Lot 1 (Kiosk and Hospitality) and Lot 2 (Planned and Emergency Events), in accordance with paragraph 84 of the Manual of Governance, following the completion of a Most Economically Advantageous Tender (MEAT) process.

1.2 The contract is awarded for two (2) years with the option to extend for two (2) additional annual periods.

2. INTRODUCTION & BACKGROUND

2.1 On 24 February 2015 the Commissioner approved the report to award Tenderer A Lot 1 and Tenderer B Lot 2.

2.2 Standstill letters were issued to the two tenderers on 26 February 2015 informing them of our intention to award.

2.3 On 3 March 2015 notification was received via the e-tendering portal that Tenderer B was withdrawing their tender submission for Lot 2.

3. ISSUES FOR CONSIDERATION

3.1 Below is a full break down of scores achieved by Tenderer A. The scores have been agreed by the evaluation panel:

Lot 1: Kiosk and Hospitality

Award Criteria	Max Score	Tenderer A
Price	40.00	40.00
Quality Spec Questions	40.00	19.00
Quality Samples	10.00	7.60
Quality Site Visit	10.00	8.00

	Total Score	100.00	74.60
Lot 2: Planned and Emergency Events			
	Award Criteria	Max Score	Tenderer A
	Price	40.00	26.40
	Quality - Spec Questions	40.00	20.00
	Quality - samples	10.00	7.60
	Quality - Site Visit	10.00	8.00
	Total Score	100.00	62.00
4.	<u>NEXT STEPS</u>		
4.1	On approval of the report, Tenderer A will be notified of the outcome and awarded the contract. An implementation meeting will be carried out with the supplier prior to commencement of the contract.		
5.	<u>FINANCIAL CONSIDERATIONS</u>		
5.1	Based on spend for 2013/14 the estimated annual value of the contract is £93,000.00. Broken down as follows: <ul style="list-style-type: none"> • Hospitality £24,000.00 • Emergency and Planned events £13,000.00 • Kiosk £56,000.00 (no cost to the Commissioner, staff purchases only) 		
6.	<u>PERSONNEL CONSIDERATIONS</u>		
6.1	There are no personnel considerations.		
7.	<u>LEGAL IMPLICATIONS</u>		
7.1	This report has been submitted in line with the European Directives and the Manual of Corporate Governance.		
7.2	Joint Legal Services reviewed and agreed the ITT prior to issue.		
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>		
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.		
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the		

	Human Rights Act 1998.
9.	<u>RISK</u>
9.1	<p>The risk to the Commissioner if the contract is not awarded;</p> <ul style="list-style-type: none"> ● Failure to provide this provision under a formal agreement which may result in unlawful expenditure and therefore breach of Part 3e, Standing Orders Relating to Contracts. ● Need to procure the service from suppliers who may or may not be certified to the correct Health & Hygiene standards and security cleared.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the public.
11.	<u>CONTACT OFFICER</u>
11.1	Paula Corfield, Head of Procurement
12.	<u>ANNEXES</u>
12.1	N/A

For OPCC use only

Office of the Chief Constable: I confirm that the Provision of Catering Services report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval.	
Signature: 	
Date: 9th March 2015	
	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A
Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.	
Signature: 	
Date: 9th March 2015	
Police and Crime Commissioner for Gwent I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.	
Signature: 	
Date: 10/03/15	